

19<sup>th</sup> February 2019

**SHUNG TAK CATHOLIC ENGLISH COLLEGE CIRCULAR #170(S1-S5) 2018-19**

Dear Parents,

**Parents' Day (S1-S5)**

The Parents' Day of the current academic year is scheduled for 2<sup>nd</sup> March (Saturday). You are cordially invited to the school to collect your child's Interim Examination report sheet. Please come at the time allocated to you as indicated below.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> 09:00 – 09:20 | <input type="checkbox"/> 09:20 – 09:40 | <input type="checkbox"/> 09:40 – 10:00 |
| <input type="checkbox"/> 10:00 – 10:20 | <input type="checkbox"/> 10:20 – 10:40 | <input type="checkbox"/> 10:40 – 11:00 |
| <input type="checkbox"/> 11:00 – 11:20 | <input type="checkbox"/> 11:20 – 11:40 | <input type="checkbox"/> 11:40 – 12:00 |
| <input type="checkbox"/> 12:00 – 12:20 | <input type="checkbox"/> 12:20 – 12:40 | <input type="checkbox"/> 12:40 – 13:00 |

- Please follow the scheduled time and go to the respective classroom. An interview number card will be given to you. Prefects will direct you following the number assigned.
- Please inform the prefect if you leave the waiting area. If your number is called while you are away, you will be called again after two parents meet the class teacher.
- In order to facilitate smooth running of the day, interview cards will not be given to the parents who come earlier than the assigned time slot.

Students should be in proper school uniform and attend Parents' Day with you. You must come to school to collect the report sheet from the class teacher. We have allowed 10 minutes for each parent and we seek your understanding on this. If you do need some more time, please contact the class teacher to make arrangements prior to Parents' Day.

If you are unable to attend on Parents' Day, an appointment must be made with the class teacher before Parents' Day as Report Cards cannot be collected by students.

Please return the Reply Slip, duly signed, to the class teacher to show that you have read the contents of this circular on or before 22<sup>nd</sup> February.

Yours sincerely,

\_\_\_\_\_  
Dr. Tang Sui Sim Cecilia  
Principal

Reply Slip

**SHUNG TAK CATHOLIC ENGLISH COLLEGE CIRCULAR #170(S1-S5) 2018-19**

**Parents' Day (S1-S5)**

Dear Principal,

I have read and understand the contents of Circular #170(S1-S5) and

**will** attend Parents' Day and understand that I must contact the class teacher prior to Parents' Day if I need more than 10 minutes.

**will not** attend Parents' Day. I will contact the class teacher prior to Parents' Day to make an alternative appointment.

Parent's Signature: \_\_\_\_\_

Student's name: \_\_\_\_\_

Class: \_\_\_\_\_ ( )

Date: \_\_\_\_\_